

JC		JOINING CHECKLIST SHEET	
		STATUS (✓ / x)	
A)	Joining Formalities		
	Contact No		
	Employee No.		
	Joining set		
	First Milestone		
	Joining Booklet (Blue)		
	Mediclaime Form		
	Gratuity Nomination Form		
	PF Form(Form - 11)		
	PFTTransfer Form(Form - 13)	Forms to be submitt later	
	ID/ Access Card Form		
	Confidentiality Agreement Form		
	DECLARATION-CUM-NO OBJECTION		
	Application for Employment		
	Bank Account		
	Salary (Suvidha) Account Form	Kit recvd for CITI A/c	
	Employee Reimbursement Account (ERA)	Will be recvd after 5-7 working days of Joining	
	Tax Declaration Form	Received / Not received	
		STATUS (✓ / x)	
B)	DOCUMENTS TO BE SUBMITTED		
	Education Papers: -		
	Secondary(Xth) Pass Certificate	Submitted / Not Submitted	
	Senior Secondary(XIIth) Pass Certificate	Submitted / Not Submitted	
	University Degree	Degree/Diploma/Provisional/Semwise Marksheets/Final Marksheet	
	Post Graduation (if any)	Degree/Diploma/Provisional/Semwise Marksheets/Final Marksheet	
	Employment History: -		
	No of last employers(Please Tick)	1 / 2 / 3 / 4 / 5 / 6 / 7 / 8	
	Status of relieving letters		
	Last Organization<Name>:	Releiving letter/ Work-ex certificate/ resignation acceptance/ UNDERTAKING	
	2nd Last Organization<Name>:	Releiving letter/ Work-ex certificate/ resignation acceptance/ UNDERTAKING	
	3rd Last Organization<Name>:	Releiving letter/ Work-ex certificate/ resignation acceptance/ UNDERTAKING	
	4th Last Organization<Name>:	Releiving letter/ Work-ex certificate/ resignation acceptance/ UNDERTAKING	
	Remarks, if any:-		
	Submitted:-	Status:-	
	Last Salary Slip ()Yes ()No	Submitted / Submitted at time of Interview	
	Medical Reports ()Yes ()No	Tests Not done / Reports to be collected / Submitted	
	Copy of any Identity Proof ()Yes ()No	Passport / VoterID / Driving License	
	2 Copies of PAN card ()Yes ()No	Applied For/Yet to apply/Submitted	
	03 Passport size photographs in all	Submitted / Not Submitted	
		STATUS (✓ / x)	
C)	Appointment Letter		
	To be provided by HR		
		STATUS (✓ / x)	
	1) Pre Employment Medical Bills	()Yes ()No	
	2) Joining Travel (if joining from outlocation)	()Yes ()No	
	EMPLOYEE		
	Name:		
	Signatures:		
	Name/Signatures:	No:	